



Gavin Newsom, Mayor
Edward D. Reiskin, Director



Department of Public Works
Bureau of Urban Forestry
2323 Cesar Chavez Street
San Francisco, CA 94124

STREET TREE PLANTING PERMITTING PROCESS

Street trees provide a range of benefits to our neighborhoods and commercial districts that are vital to San Francisco's quality of life. Therefore, a tree-planting permit is required to ensure that street trees are properly planted to maximize tree benefits, protect public safety, and limit conflicts with infrastructure.

The following is required to process your application

1. Return the completed and signed application form that accompanies these instructions – Retain this sheet for your reference.
2. If the planting is related to new construction or other requirements of SF Planning Code Sec. 143, include the approved site plans (see the following item 2.).

Planting Process

1. After submission of the completed application, call 641-2675 to schedule an inspection to evaluate the proposed tree locations and species.
2. **Final verification of street tree species and planting sites requires a pre- site inspection** to locate infrastructure and traffic elements that have a bearing on street tree planting per Department of Public Works Order # 169,946 (summarized on reverse side), Americans with Disabilities Act Accessibility Guidelines, California Building Code Title 24 and other relevant regulatory codes and guidelines. **A TWO (2) WEEK NOTICES IS REQUIRED FOR A PRE- INSPECTION BEFORE CONSTRUCTING SIDEWALK BASINS. ONE (1) WEEK FOR A SCHEDULED APPOINTMENT FOR FINAL INSPECTION PRIOR TO SIGN OFF ON A JOB CARD.**
3. Call Underground Service Alert at 800-227-2600 to check for the location of your underground utilities. If underground utilities are closer than the required minimum distance or if you have questions, call the Department at 641-2675.

Further recommendations

1. Contact the nonprofit San Francisco Friends of the Urban Forest at 561-6890 for information about their neighborhood tree planting and maintenance projects.
2. Use a licensed and insured contractor for tree work, preferably an Arborist certified with the International Society of Arboriculture.

*For more information call the Bureau of Urban Forestry at **641-2675** or visit us at <http://sfdpw.com/trees/tree.htm>*

SEE REVERSE FOR SUMMARY OF GUIDELINES

**CALL 641-2675 FOR INSPECTION TO CONFIRM LOCATION AND SPECIES
KEEP THESE INSTRUCTIONS FOR YOUR REFERENCE**

"IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO" We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community.

Customer Service

Teamwork

Continuous Improvement

SUMMARY OF DPW ORDER # 169,946 PLANTING GUIDELINES

It is recommended that the Permittee carry adequate liability insurance for his/her own protection and in order to carry the foregoing provisions into effect.

General Requirements

1. Trees to be planted must be from a minimum 15-gallon sized nursery container.
2. Depending on the sidewalk width, the maximum new basin size is 4 feet by 4 feet the minimum is 2 ½ feet by 3 feet.
3. In no case shall the new street tree result in an obstructed sidewalk width of less than 48 inches.
4. Raised structures around the tree basin can present a tripping hazard and are not allowed.
5. A basin cover, perimeter of red brick, or other approved material is encouraged in the tree basin in the following cases:
 - a) The sidewalk is less than 7 feet wide
 - b) Bus Zones when a planting is allowed
 - c) Areas with heavy pedestrian traffic
 - d) Sidewalks with a grade of 10% or greater
 - e) Tree basins adjacent to parking meters

Minimum Restrictions

Trees **may not** be planted within:

1. 25 feet in front of a **traffic sign**
2. 25 feet of the property line on the **approach to an intersection** and 10 feet of the property line on the **exit from an intersection** as the traffic flows IF a corner property
3. 9, 15 and 21 feet of a **street light** for small, medium and large mature size trees respectively
4. 6 feet of a **utility pole**
5. 3 feet of a **parking sign** unless the Department of Parking and Traffic agree to relocate the sign
6. 3 feet of a **gas line, water line, electrical conduit and sidewalk furniture**
7. 5 feet of a **sewer line**
8. 5 feet of a **fire hydrant**
9. 10 feet from a **fire escape**
10. a **bus zone** when the sidewalk is less than or equal to 15 feet
11. a restricted parking Blue Zone
12. 12 to 15 feet of **existing trees** if both are small mature sized trees
13. Trees **must** be planted between 3 feet and 5 feet of a parking meter

The property owner shall check for the presence of underground utilities in the area of proposed plantings and shall be solely responsible in avoiding interference with or damage to electric or telephone conduits, sewers and other utilities. Check for the location of your underground gas and utility services by calling Underground Service Alert (USA) at 800-227-2600.

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Revised 05.15.05

TREE PLANTING APPLICATION
CCSF - DPW - BUREAU OF URBAN FORESTRY
2323 CESAR CHAVEZ STREET SF., CA 94124
415-641-2676 (Ph) 415-695-2147 (Fax)

For Bureau use only	Approved by _____	Date _____	PERMIT # _____
	Number _____	Species _____	_____

Send completed application to address shown above, **incomplete application will be returned.**
 Application is hereby made under provision of Article 16 of the Public Works Code for permission to plant, maintain or remove street trees in or on the sidewalk adjacent to the premises located at:

1. TREE(S) TO BE PLANTED

Number _____ Species _____

Check here if construction related. **Site plans or diagrams are required.**

Building permit number if applicable _____

Check here if Friends of the Urban Forest Planting

2. TREE LOCATION

Street # and Name _____ (St., Ave., Blvd., Ct., etc.) (Apt. #)

Zip Code _____ - _____

Cross Street _____

3. OWNER INFO

Mr. Ms.

Last Name _____

First Name _____

Street # and Name _____ (St., Ave., Blvd., Ct., etc.) (Apt. #)

City _____

State _____ Zip: _____ - _____

Phone Number _____ - _____ - _____

Fax Number _____ - _____ - _____

4. CONTACT PERSON

Check here if same as above

Last Name _____

First Name _____

Company/Agency/Org. _____

Phone Number _____ - _____ - _____

Fax Number _____ - _____ - _____

I agree to hold harmless the City and County of San Francisco, its agents, officers and employees from any damage or injury caused by reason of planting, placement, maintenance, or removal of the planter or plants. The owner or owners of the respective property shall be solely liable for any damages.

Signature: Property owner or agent, circle one _____

Date: _____